STATIONERY OFFICE OF THE GOVERNMENT OF BOMBAY

CHAPTER I.

A Short History of the Office.

1. A small Stationery Office was first started some time in 1834 and was located in the Secretariat Building. It was then managed by one Warehouseman under the control and supervision of the Secretary to Government. The departmental work gradually increased and additional establishment was sanctioned in the year 1846 and from time to time thereafter.

2. In 1866 the supply of stationery to officers of the Central Provinces was entrusted to this office. In 1869 officers in Berar and officers of the Public Works Department in the Presidency were authorised to obtain their requirements of stationery from this office, resulting in the increase in the establishment and in the revision of its pay. In the year 1888 the distribution of English freight case parcels containing small articles of stores and Military Publications sent out by the Director General of Stores, India Office, London, was entrusted to this office and in 1890 a more responsible post of an Assistant Superintendent of Stationery on Rs. 350 per mensem was created to carry on the daily increasing office routine work and the establishment also was supplemented. Till then the charge of the office was held by an Head Clerk on Rs. 100 per mensem. In 1901 the supply of drawing materials, rubber stamps and accessories, articles of thumb impression, etc., to all officers in the Presidency was added and the establishment was again increased to cope with the work and its pay also was revised. In the year 1904, the supply of stationery to officers of the Central Provinces and Berar from this offic ceased. In 1908 the post of the Assistant Superintendent on Rs. 350 per mensem was abolished and the management of the department was transferred to the Assistant Superintendent of Stamps under the control of the Collector of Bombay, with an allowance of Rs. 200 per mensem with a net saving of Rs. 1,800 a year in the cost of the establishment. In the year 1918 Government sanctioned permanently the direct supply from the Stationery Office of stationery articles required by officers of the Revenue Department in the Presidency proper and added the necessary establishment. The distribution of the American Publ cations received through the Exchange Service of the Smithsonian Institution, U. S. A., Washington, D. C., to all individuals and institutions in India and Burma was entrusted to this office in the year 1920. The number of packets received in each consignment of about six to eight cases almost every month varied from 600 to 1,000 and the whole work of disposal involved great labour and time on the part of this office.

3. In the year 1912, *vid* Government Resolution, General Department, No. 6482, dated 30th September 1912, Government of Bombay appointed a Committee to draw up a scheme which would indicate the exact nature and scope of the long-felt requirements of a new Government Press to be built in Bombay as per orders contained in Government Resolution, General Department, No. 2658, dated 25th April 1912. One of the several decisions arrived at by the Committee and sanctioned by Government was the creation of a new post of the Superintendent, Government Printing, with the abolition of the existing post of the Superintendent, Government Central Press, Bombay, to exercise control over the Government Presse and also to control the arrangements for the purchase and supply of paper, etc., to them.

4. In the event of the work of this new appointment resulting in a considerable economy and efficiency, the Committee of 1912 had also recommended that this officer should possibly take charge of the Stationery Office as with his expert knowledge he might be able to effect savings in the supply of stationery articles also. Effect was given to this recommendation in 1921, *vide* Government Order, General Department, No. 6314, dated 21st May 1921, and the control of the Stationery Office was transferred to the Superintendent, Government Printing, altering his designation as Superintendent, Government Printing and Stationery. The combined post of the Assistant Superintendent of Stamps and Stationery carrying pay from Rs. 600—40—800 was reduced to Rs. 600—30—750 per mensem and designated as Assistant Superintendent of Stamps, and a new post of Assistant Superintendent of Stationery on Rs. 250—10—300 was created to assist the Superintendent, Government Printing and Stationery.

5. After taking over charge of the Stationery Office in the year 1921, the Superintendent, Government Printing and Stationery, with the able help of his Assistant, made a survey of the entire work of the Stationery Department and came to the conclusion that it was impossible for him to supervise the supply of stationery properly in Bombay with his Headquarters at Poona and suggested that all the clerical work of the Stationery Office should be transferred to Poona, only the Stores Section remaining in Bombay. A scheme was drawn up and submitted to Government thereby effecting a recurring saving of Rs. 7,300 due to the proposed reduction of the office establishment by about five clerks and two peons. The scheme was finally sanctioned by Government, *vide* Government Resolution, General Department, No. 2332, dated 10th May 1922. Having thus the whole clerical staff under his direct control and supervision, it was possible for him and his Assistant to give personal attention to all demands for stationery articles received from officers. A closer check of the demands was therefore started and where the scales of supplies were considered exhorbitant, they were reduced and quantities sufficient only for the yearly office requirements were allowed. This sort of scrutiny and check over the demands resulted in a considerable saving in expenditure. While

examining working of the department further in detail, it was noticed that in addition to the articles stocked and supplied by the Stationery Office, officers were purchasing a large number of other articles locally and paying higher rates for them from their contract grants, and certain officers were even authorised to purchase their requirements of stationery locally instead of obtaining same from the Stationery Office. Purchases of articles made locally by officers were naturally in small quantities of varying quality and at comparatively high prices. All these irregularities were brought to the notice of Government, who, in their Resolutions, General Department, Nos. 2367, dated 26th July 1922, and 4th April 1923, ordered that no officer should purchase locally direct any articles of stationery which are stocked and supplied by the Stationery Office, without the specific sanction of Government and without the request being supported by the Superintendent, Government Printing and Stationery. In view of these orders, lists of all requirements of stationery with samples were obtained from all departments of Government. On carefully examining the several kinds of articles required by indenting officers, items in general demand were selected and standardized and included in the Stationery Office Annual Indent Form, resulting in the increase of items of stationery from 61 to 158. To this list, a few more items of common requirements were also added from time to time and the number of items included in the indent form is now 231.

6. In order to secure an even flow of work, different months were fixed for different departments for the submission and compliance of indents. This has resulted in a smooth working and has enabled the Superintendent's Office to undertake a large amount of additional work without additional establishment. With a view to minimise the clerical labour, certain forms of indents, advice notes, etc., were revised in the first instance as an experimental measure with the approval of the Audit Officer and were finally sanctioned by him as a permanent measure when the procedure adopted was found to give better results with regard to both time and labour.

7. Although a careful scrutiny over the demands of stationery and forms was exercised by the Stationery Office, it was considered desirable to have certain basis of a permanent nature for guidance and with this idea, the system of preparing model indents for stationery and forms based on the actual consumption of past three supply years was introduced and brought into force (*vide* Government Resolution, General Department, Nos. 1538, dated 11th September 1922, 14th February 1923 and No. 2367, dated 4th April 1923), during the course of the year 1922–23. The model indents for stationery and forms thus prepared, revised and approved from time to time according to occasional needs, are recorded by the Stationery Office to guide as a basis for passing annual indents and this has effected a considerable saving in the expenditure on stationery and forms.

8. In the year 1924 the supply of stationery, drawing materials, mathematical instruments, etc., to all officers of the Central Government,

located in this Presidency and at other places in India was transferred from the Bombay Stationery Office to the Central Stationery Office, Calcutta, but in the same year the supply of stationery to all subordinate officers of the Police Department in this Presidency and to those of the Lloyd Barrage in Sind was added to this office.

9. A mechanical workshop for repairing typewriters, duplicators, etc., which was previously executed by local firms and agents in Bombay opened up in the year 1922 as an experimental measure, was found to result in large savings to Government and it was permanently revised and sanctioned by Government with effect from 1st April 1925. (*Vide* Government Resolution, General Department, No. 3840, dated 7th April 1925.)

10. When the control of the Stationery Office was transferred to the Printing Department in 1921, the Superintendent brought to the notice of Government the very unsatisfactory arrangement of stores owing to inadequate accommodation in the basement of the Town Hall where the Stationery Office was transferred from the Secretariat Building some time in the year 1880. The present Stationery Office and Stores which was originally built by the Development Department as a store for tools and plants was duly altered according to the requirements of the Stationery Office and was handed over to this department in 1925 and suitable iron racks, etc., were provided. It was the acquisition of this building which was mainly responsible for the re-transfer of the Superintendent's Office from Poona to Bombay and also for the new Government Central Press being built side by side, with the result that the Printing and Publication Branches were both accommodated in the same building.

11. The allotment of the present building for the Stationery Office in the year 1925 has enabled that office to arrange all stores systematically which has resulted in the reduction of establishment of packers and lascars, and consequently the office has been able to undertake a large amount of additional work without extra clerical assistance. The discontinuance of the Hammallage contract and the introduction of a motor transport lorry for carrying goods and consignments to and from the railway stations both for the Stationery Office and the Government Central Press has not only resulted in a recurring saving to Government but has effected a quicker disposal and removal of Government supplies and stores at both ends. Owing to the enormous increase of work, the pays of the office establishment were revised by this time.

12. With a view to effect some saving in the cost of charges paid by officers to local tailors for cutting, sewing and stitching the uniforms of their office peons and petty officers, the Superintendent, Government Printing and Stationery, submitted a proposal to Government to entrust this work to a firm of tailors every year, after calling for quotations for

cutting and stitching the suits. Government considered the proposal to be both economical and convenient in all its aspects and sanctioned the scheme by which several firms of local tailors in Bombay are annually asked by the Superintendent to quote their rates for cutting and stitching for (*a*) woollen coats for Amaldars, (*b*) woollen coats for peons and (*c*) suits of white drill. The rates received are first examined by the Superintendent carefully and are submitted to Government for final orders with necessary recommendations. Government notify the name of the firm selected and the rate per uniform authorised by them. Officers in the City of Bombay or even in the mofussil as may desire to avail themselves of the facility of the reduced rates may arrange in consultation with the Superintendent, Government Printing and Stationery, for the tailoring of the uniforms in Bombay. (*Vide* Government Resolution, Finance Department, No. 393, dated 9th September 1930.)

13. With a view to suit the climatic condition of each district in the Province of Bombay, it was decided on the proposal submitted by the Superintendent, Government Printing and Stationery, that woollen clothing should be supplied every four years and cotton clothing every two years, without incurring any additional expense, the savings thus effected in the cost of woollen clothing being utilised to meet the cost of cotton clothing. (*Vide* Government Resolution, Finance Department, No. 1171, dated 17th February 1925,)

14. In addition to the work already performed by the Stationery Office when it was transferred to the control of the Superintendent, Government Printing, the supply of the following articles was subsequently undertaken by the Superintendent's Office during the years mentioned, without any additional establishment :—

	Year.
(1) Woollens to all peons and amaldars of the Revenue and Judicial Departments in the Province of Bombay.	1921
(2) Supply of Brass Badges to peons	1925
(3) Supply of Bicycles	1926
(4) Supply of safes, despatch and cash boxes and typewriter accessories.	1926
(5) Supply of clocks and Time Pieces	1928
(6) Supply of Bicycle accessories	1929
(7) Supply of Umbrellas and Kamblis	1930
(8) Supply of all other articles of peons' liveries ..	1930
(9) Manufacture and supply of rubber stamps ..	1931

	Year.
(10) Supply of drawing materials to officers of the Public Works Department.	1930
(11) Supply of Brass and Iron Scales and Weights ..	1938
(12) Supply of Electric Bulbs of various description to officers of Government and for the Bombay Group of Hospitals.	1940

Besides this, the undermentioned officers of Government were ordered to obtain their supplies of stationery, etc. from this office from time to time as noted below :—

(*a*) Officers attached to Public Conveyance Fund (Police Department).	1926
(*b*) Section-writers in the District Courts	1927
(*c*) Section-writers in the Subordinate Courts ..	1930
(*d*) Staff entertained for the working of the Weights and Measures Act.	1935
(*e*) Educational Officers under the Bombay Primary Education (Amendment) Act.	1938
(*f*) Sub-Auditors of the Co-operative Societies ..	1938
(*g*) Educational Officers entertained for the Bombay School Leaving Certificates Examination.	1938
(*h*) Officers of the Bombay Prohibition Department ..	1938
(*i*) Officers of the Rural Development	1938
(*j*) Officers entertained in connection with the new system of Basic Education.	1939
(*k*) Officers attached to the Provincial Board on Adult Education.	1939
(*l*) Assistant Rural Development Inspectors ..	1941

15. Previously rubber stamps required for use of the Government officers in the Province were obtained locally on contract by the Superintendent of Stationery. In the year 1917 the manufacture of rubber stamps was undertaken by the Manager, Government Central Press, Bombay, and they were supplied by him direct to indenting officers. This arrangement continued till the year 1932 when with a view to save the packing and transit charges incurred by the Government Central Press, the Superintendent, Government Printing and Stationery, Bombay, proposed that the manufacture of the rubber

stamps should continue in accordance with the arrangement in force, but that they should be supplied from the Office of the Superintendent along with other stationery stores. In order to further eliminate to some extent the expenditure made on this item, it was proposed that rubber stamps of a common nature and largely in demand according to each departmental requirements should be standardized as far as possible and a small stock of the same maintained at the Stationery Office for complying with indents. Model indents were therefore ordered to be prepared and submitted to the Stationery Office for scrutiny and for transmission to Government for final approval. The transfer of this work to the Stationery Office has not only resulted in standardizing a large number of rubber stamps, but has reduced the expenditure incurred on packing and forwarding. The clerk entertained on this account at the Government Central Press was transferred to the Office of the Superintendent, Government Printing and Stationery, to attend to and supervise all work in connection therewith. (*Vide* Government Resolution, General Department, No. 7504 dated 16th November 1931.)

16. To this may be added the supply of metal seals required by officers of the Revenue Department for stamping Revenue documents as well as those used by other officers of Government for sealing confidential packets etc. sanctioned by Government. (*Vide* Government Resolution, Revenue Department, No. 9159, dated 18th November 1890.)

17. Prior to the year 1936, all officers of Government located in the Province of Sind were supplied with stationery, typewriters, drawing materials, and standard and destandardized forms from the Stationery Office, Bombay, and the Yeravda Prison Press, respectively, in a manner similar to that already existing in the Province of Bombay. Owing to the enactment of the Government of India Act of 1935 and consequent provincialization of Sind as a separate Province with effect from 1st April 1936, the Special Sind Separation Officer had decided that the existing arrangement with regard to the supply of stationery and forms to the officers in Sind should continue and the Chief Secretary to the Government of Sind, in his letter No. 509-G-B, dated 16th May 1936, had agreed to this proposal. He directed that the present arrangements under which indenting officers in Sind place their indents for stationery articles and standard forms with the Superintendent, Government Printing and Stationery, Bombay, should continue for the current year, i.e. for the year 1936–37, and desired that their requirements should be complied with according to the model indents filed on the record of the Bombay Stationery Office, the cost of such supplies being adjusted by raising debits through the exchange accounts of the Accountant General, Bombay, with the Comptroller of Sind, furnishing the Accountant General, Bombay, with the vouchers accepted by the indenting officers in Sind. With the commencement of the year 1937–38, the Sind Government made its own arrangements for the supply of stationery articles to all officers in Sind through the Manager, Government Press, Karachi, but the supply of all standard forms was continued

to be obtained *on payment* from the Yeravda Prison Press. The latter arrangement is ordered to continue until the end of March 1943 (*vide* Sind Government's letter No. 128 G. A. (*c*) 38, dated 6th September 1940) with the changed procedure that all indents for forms should be forwarded to the Yeravda Prison Press through the Superintendent, Government Printing and Stationery, Sind, and not through the Superintendent, Government Printing and Stationery, Bombay.

18. With regard to the supply of official publications of the Government of Bombay to the Sind Government and its officers, the Government of Bombay in their General Department, Circular Memorandum No. 1614/33 of September 1936, have directed that Administration Reports and othe official publications of a periodical nature issued by the Government of Bombay after the separation of Sind which relate to a period during which Sind was a part of the Bombay Presidency and in which Sind is interested in any way, should as a rule be supplied to the departments and officers of the Government of Sind *free of charge.*

19. Subject to the orders in paragraph 17 above, all official publications of the Bombay Government should as a rule be supplied in future to the departments and officers of the Sind Government on payment only, unless the supply is on an exchange basis or a free supply is authorised by the Administrative Department concerned for special reasons.

20. Owing to the discontinuance of the supply of stationery articles to the officers in Sind from April 1937, and the consequent possible reduction of work in the Stationery Office, Bombay, the question of making a corresponding reduction in the staff of the Stationery Office, Bombay, came up for consideration. This question was very carefully examined by the Superintendent, Government Printing and Stationery, personally and reported to Government, *vide* his letter No. A.B. 2816, dated 27th October 1936, that no reduction in the establishment of the Stationery Office, Bombay, was possible for several reasons cited below :—

1. The number of officers in Sind served by the Bombay Stationery Office was inconsiderable.

2. Addition of several new offices created since the introduction of Weights and Measures Act, the Marketing, the Rural Development and such other schemes.

3. Though several additional items of works were transferred to the Stationery Office since its taking over this office in 1921, there was no increase in the establishment.

4. The additional work has only been managed by working overtime with the hope that matters would come to a normal condition in course of time, but so far these expectations have not been realised, and even now additional work of supply of stationery to Government Pleaders and Sub-Government Pleaders and to several other new officers is being entrusted to the Stationery Office without any additional establishment.

21. Government have, on more than one occasion, appointed Accounts Officers to report on the possibility of effecting a reduction of expenditure on the purchase of stationery and its supply to indenting officers and the minor suggestions and proposals made by them have been and are being carried out by this office.

22. Waste in the use of stationery articles can only be eliminated with the co-operation of the officers of all departments. No check can be so effective as the internal check of the indenting officer. A small saving in every individual indent may effect a considerable saving in the consolidated accounts of a department.

23. The total number of stationery and other indents annually received and complied with in respect of several groups of articles stocked and supplied as well as the heavy work executed by this office in connection therewith is given as under :—

		Indents to contain Items.
1,800	Annual indents for stationery from officers entitled to a free supply.	231
300	Annual indents for stationery from officers who pay the cost.	231
120	Annual indents for drawing materials	400
300	Annual indents for peons' clothing	16
100	Indents for bicycle accessories	100
60	Indents for table cloth	2
600	Indents for rubber stamps	..
2,000	Indents (Supplementary) for stationery ..	One or more items.
200	Indents for bicycles, clocks, time-pieces, safes, cash and despatch boxes.	
1,700	Annual indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press).	
300	Supplementary indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press).	
300	Annual indents for standard and destandardized forms (only scrutinized before being forwarded for compliance to the Manager, Yeravda Prison Press) from officers who pay the cost.	

700 Bills from private Presses for work done for Government and quasi-Government bodies (checking and passing for payment).

800 Bills for supplies of stationery, paper, etc., passed and paid during one year.

300 Bills for petty supplies and for petty expenditure passed and paid from the contract contingency during one year.

1,000 Bills for expenditure made from the permanent advance.

300 Annual indents for stationery consisting of 231 items each, valued at the current issue rates for preparing invoices and bills in duplicate for supplies made to chargeable officers.

Preparing of Invoices for expenditure on postage, etc., incurred in connection with the disposal of Freight Case parcels and packets and American publications.

Valuation (annually) of the balance sheet of stationery and other articles available in stock at the close of each year.

Valuation of the total issues of stationery and other articles made during one year.

24. Besides the above, all preliminary work in connection with the calling of annual tenders for all kinds of supplies and all other incidental work in connection therewith has to be executed by this office in accordance with the procedure laid down by Government.